



Temporary Occupancy Application

Oregon Structural Specialty Code, section 111.3 allows the Building Official to issue a permit for temporary occupancy. Temporary Certificates of Occupancy are limited to 30 days in length; extensions may be granted with demonstrated cause. There is no implied guarantee of an extension. The Building Official must authorize the issuance of the Temporary Certificate of Occupancy, after reviewing this application and inspection of the permitted property to verify such portions occupied under the temporary certificate of occupancy are safe to occupy.

Send completed form by Email: Melissa.gitt@ci.woodburn.or.us or Fax: 503-982-5244

Date: _____ **Project Name:** _____

Project Address: _____

Permit Number (only if part of a construction project): _____

Applicant: _____ **Phone:** _____

Address: _____

Email: _____

State the reason for the Temporary Occupancy:

The Temporary Occupancy is intended to cover the following spaces:

Building Official Conditions:



Temporary Occupancy Application

General Conditions-

- 1. Temporary Occupancy Permit Approval** – In order to receive a Temporary Occupancy approval, the applicant must first receive a building final inspection with confirmation of all corrections left outstanding, from all disciplines. All inspection disciplines must signify approval by providing a signed approval from all disciplines. These disciplines may include Building, Planning, Public Works, Marion County Plumbing and Electrical, Woodburn Fire Department, and/or ODOT.
- 2. Validity** – Each Temporary Certificate of Occupancy is valid for 30 days. Extensions may be granted for a period of not to exceed 30 days each. Each application for an extension must be accompanied by a written summary of the progress made to date and the reason why additional time is necessary. The Building Division does not imply or guarantee that a TCO extension will be granted or approved. The applicant shall proceed in good faith and assumes all risk with temporary occupancy.
- 3. Fees** – The fee for each Temporary Certificate of Occupancy (TCO) is \$300.00 and is due at the time of TCO application. Each extension is assessed a separate \$100.00 fee.
- 4. TCO Inspection Time Line** – Final TCO inspection requests must be received 48 hours in advance. It is the applicant's responsibility to make final inspection requests from the various regulatory entities as needed.
- 5. TCO Approval** – TCO applications will only be approved by the Building Official upon completion of the main Building Final Inspection, and upon affirmative recommendation from the Commercial Building Inspector.
- 6. Illegal Occupancy** – Any occupancy of a building, structure, or portion thereof without a valid Certificate of Occupancy or Temporary Certificate of Occupancy shall be illegal. The processing of occupancy violations will be conducted in accordance with the penalty and compliance provisions of City of Woodburn Ordinance 2415; "Occupancy Violations".

ACKNOWLEDGMENT

Owner Name

Owner

General Contractor Name

General Contractor

Design Professional in Responsible Charge

Design Professional

Building Official Name

Building Official